

PENSBY PRIMARY DRAFT AGENDA FOR GOVERNORS' MEETINGS
– Thursday 1st March 2018

Category	Name	Expiry term of office	DBS check completed
Co-opted Governors:	Mr Dave Spencer – Chair of Governors	31.08.21	Yes
	Mrs Yvonne Clarke – Vice Chair	31.08.21	Yes
	Mrs Kirsty Harland -	27.04.20	Yes
	Mrs Sue Evans	27.04.20	Yes
	Mrs Kate Roberts	31.12.20	Yes
	Mrs Julie Evans	20.01.21	Yes
Local Authority Governor:	Vacancy		
Parent Governors:	Mrs Jennie Lawrence	29.01.21	Yes
	Ms Helen McCauley	29.01.21	Yes
	Vacancy		
Staff Governors:	Mrs Kate Brown – Headteacher	ex-officio	Yes
	Mrs Joy Thomas – Deputy Headteacher	16.02.21	Yes
Associate Member	Mr Chris Boynton	27.04.18	Yes
Associate Member	Ms Linda Grant	23.11.21	Yes

1	Welcome; apologies Apologies had been received from YC, SE and KR.	Governors consented to the apologies.
2	Declarations of interest Governors were asked to consider whether they had a personal or prejudicial interest in connection with any item(s) on this agenda in addition to those declared on the school website. DS confirmed that he had signed the governors' conflict of interests register for audit purposes and that KB had approved the staff register.	There were no further declarations of interest.
3 3.1	New members/expiry of membership: DS pointed out that CB's term of office as Associate Member was due to expire on 27.04.18. DS informed the board he would like to recommend that CB serve another term of office if he was agreeable. CB was agreeable to serve another two years and JT seconded the recommendation.	It was unanimously agreed that CB would serve another two years as Associate Member.
3.2	DS reported that the vacancy for parent governor was being filled in accordance with the election process.	
4	Approve minutes of last meeting on 23rd Nov 2017	It was agreed that the minutes were a true and accurate record.
5	Matters arising The following items were identified: 6.2 Approve any changes to committees' terms of reference	It was agreed that the terms of reference for the Personnel and Finance Committee be amended to include responsibility for the Children's Club. Terms of reference document amended accordingly.

	6.3 and 12 Governors' Appraisals and objective for the Governing Board	DS to notify governors of dates for appraisal meetings. It was agreed that new 3 year objectives be agreed in Sept 2018.
	11.9b Appointment of Data Protection Officer KB confirmed that the appointment had been deferred pending further consideration of one DPO for the federation schools.	Agreed that the DPO would be appointed before the deadline of 25/05/18.
	11.10 NGA online learning link – DS reminded governors that the school had the Gold membership.	
	18 Governors exclusions training - DS had delivered the training to KH, HMc, KB and SE and he provided a copy of the guidance and presentation slides to all governors present. KB thanked DS for providing the training; feedback from governors who had attended was very positive. DS recommended that all governors should complete the training unless a parent governor, where conflict of interest would arise. CB asked if another training session would be taking place and DS said that he was agreeable to carry out subject to demand.	
	14 Wirral Schools Forum – DS confirmed that he and KB had attended the last meeting and that the minutes would be circulated.	DS to circulate minutes once available.
6	Minutes and reports from Committees (To allow governors not on those committees to raise questions)	
6.a	Finance Committee	
6.a1	JE summarised the outcomes of the meeting which had involved scrutiny of the period 9 report and agreement that the increased budget surplus figure would help to offset against the possibility of a deficit in future years. The importance of generating additional income through lettings was emphasised by KB and DS, with reference to the currently projected deficit in 3 years time. Governors were also reminded that Unison was currently in negotiations for a pay increase for non-teaching staff.	
6.a2	JE reported that it had been unanimously agreed for staff in the Children's Club to receive a discount if their child used the club. KB reported that staff had still paid in full because they did not want to be seen as taking advantage. Their integrity was commended and it was proposed that governors speak to the small number of staff involved. KB also praised the early years staff for their flexibility and professionalism.	Agreed that governors would speak to staff of the Children's Club. (JE/Finance Committee)
6.a3	JE proceeded to report that recommendations had been received by the Finance Committee from the Headteacher Performance Review committee. JL was invited to report as she had attended the meeting with two other governors and the external adviser. She reported that KB's performance had fully met the criteria for an increment in line with STPCD and that this had been recommended to and approved by the Personnel and Finance	

	Committee on 16.02.18.	
6.a4	<p>KB's newly agreed objectives were shared with governors and she explained how data was now being refined further to work on additional improvements for particular groups of students. She reported on her objective to become a National Leader of Education following on from teaching school status and confirmed that the work she carried out as a school improvement adviser provided additional income for the school.</p> <p>The performance review process was queried and it was established that the correct procedures had been followed.</p>	It was agreed that the appraisal process had been completed in accordance with the relevant guidance from DfE and unions.
6.b 6.b1	<p>Health & Safety:</p> <p>KH reported on the lockdown alarm system and a discussion followed about how the reasons for lockdown would be communicated to pupils, particularly with regard to intruders. KB reported that she had discussed sensitively with Y3 and above and that parents would be informed via next newsletter. A discussion followed concerning the way in which younger children were told about lockdown procedures and drill. KB said that children would not be told to hide under tables as part of the drill and that school council representatives had been involved. KB confirmed that the system, which used a voice alert, would be tested tomorrow.</p>	
6.b2	<p>KH reported that both schools had met with Atlas and IT Dept to discuss CCTV upgrades and location of new cameras. KB said that Atlas, current CCTV providers, were submitting quotes for the cost of updating the CCTV as a shared cost. KB expressed the need for more cameras around the school and in classrooms in terms of safeguarding and to ensure protection for staff and pupils. Reference was made to strict protocols to comply with data protection regulations, and delegated expenditure limits were queried and confirmed. The option to upgrade with Atlas over two years was highlighted, with the associated advantages of spreading the payment. The time scale for installation in the summer term was proposed.</p>	<p>Agreed that further meeting would take place with Atlas before deciding whether further quotes needed.</p> <p>Agreed that the upgrades should take place as soon as possible, preferably during the Summer term.</p>
6.c 6.c1	<p>Curriculum/SEN and Pastoral/Safeguarding</p> <p>The Curriculum meeting had taken place on 9th February, and in the absence of SE (Committee Chair), KB reported that the committee had looked at SEND numbers and resources, including EHCPs.</p> <p>It was confirmed that the Pastoral/Safeguarding meeting had this term been replaced with a meeting between KB and HMc (governor safeguarding lead) to monitor safeguarding reporting procedures.</p>	
6.d 6.d1	<p>S.E.D:</p> <p>DS asked if any governors had any queries in relation to the minutes which had been circulated. No further queries were raised and governors were satisfied that the minutes provided evidence of challenges already raised at committee level.</p>	
6	<p>Schools Financial Value Standard</p> <p>To consider the submission of the Schools Financial Value</p>	

	<p>Standard which needs to be signed off by the Chair of Governors</p> <p>It was confirmed that JE, Chair of Finance, had met with KYJ to review the SFVS assessment form. She summarised changes to the the document and recommended its approval.</p>	<p>The SFVS self-assessment form was approved and signed by DS, Chair of governors. Form to be sent to LMS Dept.</p>
7	<p>Health and Safety</p> <p>Governors were satisfied that the Premises Health and Safety Committee had addressed all areas relating to the monitoring of the health, safety and welfare of all employees, students and visitors. KB reported that she would be attending an advanced health and safety course for businesses in two weeks time. She added that Mr Doffman was attending a similar course run by Unison.</p>	
8	<p>Review of policies</p> <p>No policies were identified from the review cycle that needed approval at full governing board level. KB confirmed that behaviour management training had taken place the evening before and that the policy had been reviewed and published on the website in line with the Statement of Principle approved by governors.</p>	
9 9.1	<p>Feedback on Soft Federation Meeting</p> <p>KB circulated a draft policy from the head of Gayton which covered support for deputy heads in the absence of a headteacher in the federation. She reported that this document was work in progress and would be taken to the next Federation meeting for further consultation. The benefits of formalising processes within the federation were noted.</p>	<p>DS agreed to circulate minutes of the last Federation meeting.</p>
9.2	<p>DS referred to the difficulties faced by a governors' appeal panel to be openly objective when considering the headteacher's decision to exclude a pupil. He referred to the governor's role to support as well as challenge the headteacher and said he wanted to see a governor's appeals committee set up across the six schools in order to have a fairer, more impartial system. He said that he was looking at guidance on behalf of the Federation and would be following this up at the Federation meeting next week.</p>	<p>DS to report back at next Full Governors meeting</p>
10 10.1 10.2	<p>10th Year Celebration Meeting</p> <p>KB thanked those who had given their time by phoning around to secure contributors on the day. JL reported on the progress made and the timetable of events that would take place.</p> <p>KB reported that Stanley School would be joining in the celebrations and that their hall was being used for some activities on the day.</p>	<p>Governors reminded of the date of the celebrations: 29th September 2018</p>
10.3	<p>Queries were raised re commemorative project. KB informed governors that a lottery grant had been submitted for the grounds and that other projects were being considered to mark the occasion.</p>	
11	<p>Monitor progress towards targets in the school improvement plan (SIP).</p> <p>Key Performance objectives:</p> <p>1. To at least maintain the % of pupils achieving ARE and</p>	

	<p>ARE+ in all subjects – minimum of 75% at ARE and 25% ARE+.</p> <p>Focus on key groups as per 2016/17.</p> <ol style="list-style-type: none"> 2. To further improve maths standards through enhanced staff training in PSRN 3. Improving challenge for the more able in writing by introducing new daily writing requirements 4. Developing the understanding of standards in foundation subjects through the development of more robust assessment and subject leader development 	Governors were satisfied that progress was being carefully monitored by all committees.
10	<p>Legislation for consideration by governors:</p> <p>General Data Protection Regulations come into force 25.05.18</p> <p>Governors were satisfied that action was being taken to prepare for GDPR (as reported in Finance minutes).</p> <p>Schools Causing Concern DfE Guidance – updated 25.01.18</p> <p>It was confirmed that the school was not falling into the category of a coasting school</p>	
11	<p>DfE Publications:</p> <ol style="list-style-type: none"> 1. EYFS approved qualifications staff child ratios 2. Updated data protection privacy notices 3. Announcement on education standards by new Education Secretary, Damian Hinds. <p>The publications had been shared prior to the meeting and no concerns were raised.</p>	
12	<p>Governors' Reports on Monitoring Visits</p> <p>DS confirmed that he had reviewed Maths in years 2, 3 and 5. He said he had looked at targeted pupils and compared their progress now to the beginning of the school year.</p> <p>KH queried the maths resource and JT confirmed this.</p> <p>It was noted from minutes of the SED committee that SE had been monitoring writing through pupil voice, environmental walks and learning walls.</p>	
13	<p>Governors' Reports on Training</p> <ul style="list-style-type: none"> • Exclusions training had been discussed under matters arising item 5. • HMc had attended the safeguarding programme, My Concern, which allows safeguarding to be carefully recorded and managed, with the objective of improving outcomes for children. • SE had completed the ECM Effective Link Governor training on 6th March. • JE, SE, JL and DS had completed the ECM training Analyse School Performance on 23rd Jan. • KH had completed safeguarding training in Feb 2018, CB had completed safeguarding training in March 2017, all other governors had completed Safeguarding training with Hayes in the Autumn term. 	JG to update governor training record on website.
14	<p>Any other business</p> <p>There was no other business and the meeting closed at 8pm.</p>	